



**POSITION SPECIFIC RECRUITMENT
ANNOUNCEMENT #10-2589-936
PERMANENT POSITION**

Position Title: Deputy Director of External Affairs (Administrator IV)

Salary Range: \$48,398 - \$77,701 (Equivalent to State Salary Grade 19)

Location: 120 E. Baltimore St, Baltimore, MD 21202

Closing Date: April 23, 2010

Position Duties: The position serves as the Deputy Director of External Affairs. Duties will include assisting in the design and implementation of communications strategies directed to all State Retirement and Pension System stakeholders, including but not limited to active and vested members and retirees; taxpayers; members of the Executive, Legislative and Judicial branches of State Government; local government officials; and the media. Support of efforts to advance the System's Board of Trustees' legislative agenda will be a key function of this position.

This position requires the successful candidate to possess excellent written and oral communication skills.

Minimum Qualifications:

Education: A Bachelor's degree from an accredited college or university.

Experience: Five years of experience in administrative staff or professional work. One year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Notes:

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

Preferred Criteria (preference will be given to candidates that possess the following):

One year of documented experience in public relations; or one year of experience in developing presentation materials and making presentations to small to mid-sized groups of organizational customers.

Six months to one year of experience in website development and maintenance. (If so, please specify tools or languages used for this purpose).

At least one year of experience working with the legislative process.

Due to the confidential nature of the work, the successful candidate must undergo and pass a background check.

To Apply: Please submit a cover letter and a completed Maryland State Application (MS-100) along with the Addendum below to : Maryland State Retirement Agency, Attn.: Office of Human Resources, Deputy Director-Administrator IV, Announcement #10-2589-936, 120 East Baltimore Street, Baltimore, Maryland 21202 or careers@sra.state.md.us. Applications may be obtained from www.dbm.maryland.gov under Job Seekers or by calling 410-625-936. **Resumes may not be substituted for any part of the application.** Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service. **Applications must be received by close of business.** EOE

Deputy Director (Administrator IV) # 10-2589-063213
Addendum

This information must be completed and submitted with your application in order to be considered in the Deputy Director (Administrator IV). Place a checkmark below indicating whether or not you have the following experience and list the specific job duties that were performed.

Print Name _____

I do ☐ do not ☐ have at one year documented experience in public relations;

or

I do ☐ do not ☐ have one year experience in developing presentation materials and making presentations to small to mid-sized groups of organizational customers.

I do ☐ do not ☐ have 6 months to one year experience in website development and maintenance, (If yes, please list tools and language used below).

I do ☐ do not ☐ have at least one year of experience working with the legislative process.

Please attach additional sheet if necessary to describe your experience.

Name of Employer:

Employment Dates:

Job Duties:

Name of Employer:

Employment Dates:

Job Duties:

Signature _____ Date _____